Local Arts Agencies & Services Program

Table of Contents

PROGRAM GUIDELINES
FY 2007 Local Arts Agencies & Services

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- ➢ Demonstrates the importance of arts and culture in daily living
- ➢ Provides broad public access to arts and cultural activities
- ➢ Supports arts and culture as a catalyst for community revitalization and economic development
- ➢ Strengthens arts education
- ➢ Supports those who create, present or produce quality arts and cultural projects
- ➢ Encourages innovation
- ➢ Celebrates diversity
- ➢ Facilitates delivery of arts and cultural resources statewide
- ➢ Enhances the state's quality of life

Other MCACA Programs

Anchor Organizations
Arts and Learning
Arts Projects
Capital Improvements
Cultural and History Projects
Local Arts Agencies & Services
Partnerships
Regional Regranting
Rural Arts & Culture

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the **_Local Arts Agencies & Services Program_**. Funding through this program supports, in part, arts and cultural activities which will take place between October 1, 2006 and September 30, 2007.

The Local Arts Agencies & Services Program provides funding for organizations that **deliver services** to cultural groups and individual artists in all disciplines, who foster the long term development of a community or region. Local Arts Agencies & Services Program applicants must be community-based, non-profit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for the arts and culture in the whole community which it serves.

Please refer to the MCACA publication "General Guidelines" for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information.

Thank you for your interest in applying for a MCACA grant. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the state of Michigan can come to fruition.

If you have questions or require additional information, contact MCACA staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

Local Arts Agencies & Services Program *at a Glance*

√ This program is intended to support those projects which are often unique to
local arts agencies and services providers including, but not limited to:
calendars of events, coordinated bookings, regranting, cultural planning, workshops and conferences,
board development, technical services, coordinated management of facilities, etc.
Funding will be provided for services only.

To be Eligible...
√ Applicants must be incorporated, tax exempt organizations.

√ Applicants with unmet obligations on prior grants (late and/or incomplete reports) *may not* apply.
(Please contact MCACA staff if you are concerned about a prior grant's status.)

Funding Basics...
√ Funding up to $20,000 is available.

√ Request amounts may not exceed 1/3 of the project's total cost.

√ A 2:1 match of grant funds including a
cash match of 50% of the requested amount is required.

√ Funded projects must be completed
within the MCACA Fiscal Year, 10/1/2006 - 9/30/2007.

√ Applicants may apply to more than one Council program.
However, the Council reserves the right to limit the number of grant awards to any one applicant.

√ Only one application may be submitted for the
same project or activity in a fiscal year.

Deadline...
√ Applications must be postmarked no later than May 1, 2006
Hand delivered applications must be in MCACA offices by May 1, 2006 at 4:00 p.m.
Late applications will NOT be accepted or reviewed.

√ Metered mail IS NOT acceptable.

√ An application fee of 3% of request or $300, whichever is less, is required.
This fee is subject to legislative change at any time.

Send your completed application to:

MCACA
Local Arts Agencies & Services Program
702 West Kalamazoo
P.O. Box 30706
Lansing, MI   48909-8206

Program Description

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local units of government, meet this criteria.) Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a future application, the newly approved grant will be rescinded.

> Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant category. State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

Other Information - "Accessibility"

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools <u>AND</u> the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Waiver Requests - Due April 16, 2006

Organizations which seek a waiver of any portion of the program guidelines, must do so in writing by **April 16, 2006**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Funding

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. It is the Council's expectation that projects funded through the Local Arts Agencies & Services Program will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan

- Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan

- Support activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance

- Promote the career development of Michigan artists and assist them in the production of their work

- Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations, including the Local Arts Agency and Services program applicant.

- Reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; market and promote the arts

- Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

Program Description

For this program, a local arts agency, regional or statewide service organization is defined as " a public or private non-profit council, commission, society or organization which, by its charter and operating policies, is publicly accountable to provide financial and/or service support for the arts in the community which it serves."

Funding -"Supported Projects"

This program is intended to support those projects which are often unique to local arts agencies, or service providers. Their efforts to promote, coordinate, fund, and/or improve the climate for the arts and cultural activity in their community are vital to the MCACA mission.

NOTE: **Arts and cultural projects which are focused on arts and learning, arts production or presentation must apply to other Council programs. IF YOUR APPLICATION IS SOLELY FOR ARTS PROGRAMMING (festivals, exhibits, arts education, etc.) YOU MUST APPLY TO THE MCACA PROGRAM WHICH FUNDS THOSE PROJECTS. See "Arts Projects", or other MCACA program guidelines.**

Local Arts Agencies & Services Program **projects must be for Support Services to the community.**

The Local Arts Agencies Services Program:
- Encourages local initiatives which will enhance the quality of, and broaden audiences for, arts and cultural activities
- Promotes increased and sustained public and private funding for the arts at the local, regional or statewide level
- Encourages increased involvement in the arts by the community and local governments
- Encourages increased involvement in the community by local arts agencies and cultural organizations
- Strengthens the local arts agency as a mechanism for arts and cultural planning, financial support, and development within a city, county or multi-county region
- Encourages joint planning for the arts by state and local arts agencies, business and community leaders, public officials, other service organizations, arts and cultural organizations and artists.

MCACA also believes Local Arts Agencies have a role to play as job creation partners within their communities. With that in mind, MCACA will also fund the professional development of key Local Arts Agency staff to better prepare them to engage their communities in job creation and retention efforts.

Funding - "Match"

All council programs require that the applicant supply a level of "matching funds" or funds available to them through other sources.

Matching Fund Summary

Applicants may .... Request up to $20,000
Grant request may not exceed one-third of a project's total cost.

Applicants must .... Make a 2:1 match
Your cash match must be at least 50% of request, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two.

State Funds may not .... be used as matching funds

Program Description

Funding - "Uses"

Council Funding <u>may be</u> used for...

$ Calendars of events
$ Coordinated booking
$ Cultural planning
$ Workshops
$ Conferences
$ Board development
$ Technical Services
$ Salaries, wages, honoraria

$ Coordinated management
$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses
$ Arts-related industry development
$ Services-based video, film development
$ Lectures, symposia, panels, public discussions
$ Facility management
$ Professional development

Council Funding <u>may not</u> be used for...

✘ Arts and Cultural projects focused on arts and learning or arts production and/or arts presentation*
✘ Costs associated with the start-up of a new organization*
✘ Costs incurred prior to the grant starting date*
✘ Fund raising
✘ Projects that take place outside the state, foreign travel or out-of-state travel
✘ Consultants who are member of an applicant's staff or board
✘ Exhibitions or productions by children or students in grades K-12
✘ Payments to students
✘ Indirect costs (charges made by an organization to cover the management or handling of grant funds).*
✘ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
✘ Projects for which more than one Council grant is requested
✘ Operating costs not associated with the project
✘ Regranting or subgranting by the applicant or other organizations
✘ Purchase awards, cash prizes, scholarships, contributions or donations*
✘ Food or beverages for hospitality
✘ Entertainment or reception functions*
✘ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*

✘ Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance), preservation or restoration of non-arts collections*
✘ Publication , records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit*
✘ Creation of textbooks / classroom materials*
✘ College or university faculty exhibitions or performances*
✘ Internal programs at colleges or universities.* NOTE: University or college projects must document significant community benefit, ownership, support, and shared use of projects, and submit compelling letters of support
✘ Commissioning of their faculty by colleges or universities*
✘ Curriculum development, in service, or circular activities
✘ Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree*
✘ Capital improvements, new construction, renovation or permanent equipment items.*
✘ Art projects that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration.

Note - These activities may not be included in the project budget

Program Description

Other Information - "Community"

The term "community" refers to a local, regional or statewide interactive group of people inhabiting a geographical area or linked by common social or economic circumstances, etc. The meaning of "community", in the context of this program, may be different for every applicant and will depend on how each "community" defines itself. In general, community organizations include: arts councils, arts agencies and commissions; multi-arts presenters; arts centers; non-arts community organizations, such as chambers of commerce and other civic groups; senior centers, neighborhood organizations, fraternal and ethnic organizations; and local government arts and cultural agencies.

Note: For the purposes of these guidelines, an underserved community is defined as one in which people lack access to arts and cultural programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same space. "Underserved counties" are defined as counties identified by the Council (Refer to the list below.)

Applicants to this program must:

1) Thoroughly define the "community" it intends to serve;

2) Demonstrate that it is recognized and supported by its "community";

3) Demonstrate significant community involvement in all aspects of the project and/or service;

4) Demonstrate its commitment to the arts.

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Alger	Allegan	Antrim	Arenac
Baraga	Barry	Bay	Benzie	Branch
Cass	Clare	Crawford	Eaton	Gladwin
Gratiot	Hillsdale	Ionia	Iosco	Iron
Kalkaska	Keweenaw	Lake	Lapeer	Livingston
Luce	Mackinaw	Manistee	Mason	Mescota
Menominee	Missaukee	Montcalm	Montmorency	Monroe
Oceana	Ogemaw	Osceola	Otsego	Presque Isle
Roscommon	Schoolcraft	Shiawassee	Van Buren	Wexford

Grantee Requirements

Grantees must confirm project / program implementation plans and, if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations", includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is $500,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts".

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations", A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Review Criteria

Applications to the Local Arts Agencies Services Program will be reviewed according to the following criteria, with each criterion carrying a specific point value used to score the application. The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine whether the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Relevance of Services to the Artistic Community

35 points

Is there clearly stated evidence of the organization's --

project plan, as described in this application, to serve arts organizations and/or the broader community, through distinct and achievable support services?

proposed services being ones that will either enhance other existing services and/or programming in the community; or are the only such services that exist in the community?

commitment to remaining meaningful to the communities they serve, through examination and evaluation of previously offered services and programs?

ability to serve the local and/or regional community, by providing high quality services to arts and cultural organizations or directly to the community?

Leadership

25 points

How does the project described in this application demonstrate that the applicant organization will:

promote and encourage increased access to arts and cultural opportunities for all potential audiences and segments of the community?

promote and encourage arts and culture as essential to the comprehensive education of Michigan's students, of all ages, in schools and other settings?

provide and promote opportunities to broaden cultural understanding; and enhance the quality and breadth of audiences for arts and cultural activities?

support creativity and innovation through the services?

encourage and assist arts organizations toward diversifying revenue sources and leveraging public and private investment in arts and culture?

contribute to the design and fulfillment of local and/or regional cultural planning goals and objectives for social as well as economic development?

show clear evidence of economic impact, including the amount of leveraged support from sources other than MCACA?

Review Criteria

Community Interaction

20 points

Is there a clear demonstration that the applicant organization--

has involved the community when determining the scope of the project described in this application? 'Community' could include any combination of: artistic, governmental, educational, business, philanthropic, neighborhood organizations, or other social category, as appropriate for this applicant.

has involved arts and cultural organizations and/ or community artists, when determining the scope of the project described in this application?

communicates with the artistic and overall community in an ongoing, open and effective manner?

effectively plans with community groups and local and/or regional government?

has a broad base of community support, including donors, volunteers, program participants, and other contributors?

Project Management and Feasibility

20 points

Is there clear demonstration that the applicant organization --

has the capacity (adequate staffing, space, access, etc.) to provide the high quality services which are described as constituting this project?

has management expertise that is appropriate to providing high quality services which are described as constituting this project?

has the financial resources, including budget and matching funds, to successfully implement the proposed project?

has developed a plan for evaluating the effectiveness of this project?

Application Form Instructions

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

Section 1: Cover Page ---The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Describe what will be accomplished by this project. Include a project synopsis with timeline, number and types of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 2
Applicant Information
Name, address and telephone number
Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official
Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson
Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

Section 2 County Code <u>and</u> Section 3 Project County Code(s)
<u>For Section 2</u> --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

<u>For Section 3</u> --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01 Alcona	09 Bay	17 Chippewa	25 Genesee	33 Ingham
02 Alger	10 Benzie	18 Clare	26 Gladwin	34 Ionia
03 Allegan	11 Berrien	19 Clinton	27 Gogebic	35 Iosco
04 Alpena	12 Branch	20 Crawford	28 Grand Traverse	36 Iron
05 Antrim	13 Calhoun	21 Delta	29 Gratiot	37 Isabella
06 Arenac	14 Cass	22 Dickinson	30 Hillsdale	38 Jackson
07 Baraga	15 Charlevoix	23 Eaton	31 Houghton	39 Kalamazoo
08 Barry	16 Cheboygan	24 Emmet	32 Huron	40 Kalkaska

Application Form Instructions

41 Kent	50 Macomb	59 Montcalm	68 Oscoda	77 St Clair
42 Keweenaw	51 Manistee	60 Montmorency	69 Otsego	78 St Joseph
43 Lake	52 Marquette	61 Muskegon	70 Ottawa	79 Tuscola
44 Lapeer	53 Mason	62 Newaygo	71 Presque Isle	80 Van Buren
45 Leelanau	54 Mecosta	63 Oakland	72 Roscommon	81 Washtenaw
46 Lenawee	55 Menominee	64 Oceana	73 Saginaw	82 Wayne
47 Livingston	56 Midland	65 Ogemaw	74 Sanilac	83 Wexford
48 Luce	57 Missaukee	66 Ontonagon	75 Schoolcraft	99 State wide
49 Mackinac	58 Monroe	67 Osceola	76 Shiawassee	(use for project activity only)

Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code --- *Describes Legal Status*

Enter the 2-digit code which indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter which describes it.

02 Organization - Nonprofit no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

 A. - **An unincorporated association formed for nonprofit purpose**: a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

 B. - **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

 C. - **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

 D. - **A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03 Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 Government - Federal to be used when the mail recipient is a unit of federal government.

05 Government - State to be used when the mail recipient is a unit of state government.

06 Government - Regional to be used when the mail recipient is a unit of a sub-state regional government.

07 Government - County to be used when the mail recipient is a unit of a county government.

08 Government - Municipal to be used when the mail recipient is a unit of a municipal government.

09 Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99 None of the above - To designate an entry which cannot be coded.

Application Form Instructions

Institution Code ------ Enter a code to identify the applicant organization.

03 Performing group of artists who perform works of art (an orchestra, theater, dance group)

04 Performing Group , College/University - a group of college or university students who perform works of art.

05 Performing Group Community - a group of persons who perform works of art avocationally and which may be, but is not necessarily, professorially directed.

06 Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.

07 Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.

08 Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for and exhibits them to the public in some regular schedule.

09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)

10 Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.

11 Cinema - a motion picture theater organization which regularly shows films.

12 Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.

13 Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

14 Fair Festival - a seasonal program of arts events.

15 Arts Center - a multipurpose facility for arts programming of various types.

16 Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)

17 Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.

18 Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.

19 School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.

20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.

21 School, Elementary - also called a grammar school.

22 School, Middle - also called a junior high school.

23 School, Secondary - also called a senior high school.

24 School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.

25 School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.

26 College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.

27 Library

28 Historical Society/Commission - a historical "society" is an organization dedicated to the study

Application Form Instructions

and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

29 Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g.., county, state, local.)

30 Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.

31 Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.

32 Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.

33 Correctional Institution - a prison, penitentiary, reformatory, etc.

34 Health Care Facility - hospital, nursing home, clinic, etc.

35 Religious Organization - church, synagogue, etc.

36 Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.

37 Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)

38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.

39 Government /Judicial - judges and courts of law.

40 Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statues/laws. Include representatives and related other, such as legislative research personnel.

41 Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.

42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.

43 Media - Daily Newspaper

44 Media - Weekly Newspaper

45 Media - Radio

46 Media - Television

47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.

48 School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.

49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).

50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).

51 Child Care Provider - an organization providing child care.

99 None of the above.

Application Form Instructions

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Section 2-- Applicant Primary Discipline Code <u>and</u> Section 3 --- Projects Primary Discipline Code:

<u>For Section 2:</u> Enter the one code that describes primary area of work for the applicant organization.

<u>For Section 3:</u> Enter the one code that best describes the primary discipline of the project.

NOTE: If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14 Multi disciplinary.

01 Dance
(do not include mime; see "Theater", 04, for mime)
- A ballet
- B ethnic/jazz include folk-inspired, (see "Folk Arts", 12)
- C modern

02 Music
- A band do not include jazz or popular
- B chamber include only music for one musician to a part
- C choral
- D new include experimental, electronic
- E ethnic include folk-inspired; see "Folk Arts," 12
- F jazz
- G popular include rock
- H solo/recital
- I orchestral includes symphonic and chamber

03 Opera/Music Theater
- A opera
- B musical theater

04 Theater
- A theater-general include classical, contemporary, experimental
- B mime
- D puppet
- E theater for young audiences

05 Visual Arts
- A experimental include conceptual, new media, new approaches
- B graphics include printmaking and book arts; do not include graphic design: see "Design Arts,"
- D painting include watercolor
- E sculpture

06 Design Arts
- A architecture
- B fashion
- C graphic
- D industrial
- E interior
- F landscape architecture
- G urban/metropolitan

07 Crafts
A	clay	B	fiber
C	glass	D	leather
E	metal	F	paper
G	plastic	H	wood
I	mixed media		

08 Photography include holography

09 Media Arts
- A film
- B audio include radio, sound installations
- C video
- D technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10 Literature
A	fiction	B	nonfiction
C	playwriting	D	poetry

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

Application Form Instructions

12 Folk Life / Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. **Do not include folk-inspired forms.** (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

    12A: Folk/Traditional Dance
    12B: Folk/Traditional Music
    12C: Folk/Traditional Crafts and Visual Arts
    12D: Oral Traditions (include folk/traditional storytelling)

13 Humanities - pertaining but no limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multi-disciplinary - pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary", Code 11.

15 Non-arts/Non-humanities

Section 2---Grantee Race Code

Enter the ONE code that best represents 50 percent or more based on code description for the applicant organization. *Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

    A ----- 50% or more Asian
    B ----- 50% or more Black / African American
    H ----- 50% or more Hispanic / Latino
    N ----- 50% or more American Indian / Alaska Native
    P ------ 50% or more Native Hawaiian / Pacific Islander
    W ----- 50% or more White
    99 ----- no single group listed above represents 50 percent or more.

Section 3--- Project Race/Ethnicity Code

Enter the ONE code that best reflect the project activities: *If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99"*

Section 3 --Project Information
Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2006 through September 30, 2007.

Application Form Instructions

Type of Activity Codes

General description of what you plan to do.

01   Acquisition - expenses for additions to a collection.

02   Audience Services - ticket subsidies, busing senior citizens to an event.

04   Creation of Work of Art/Commission.

05   Concert/Performance/Reading-include production/development.

06   Exhibition - include visual arts, film, video, production development.

07   Facility Construction, Maintenance, Renovation. Note: Design is 04.

08   Fair/Festival - periodic/seasonal program of arts events.

09   Identification/documentation - archival, educational purposes.

10   Institution/Organization /Establishment -creation/development of a new institution/organization.

12   Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.

13   Marketing - see budget definitions.

14   Professional support - administrative.

15   Professional Support - artistic.

16   Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.

17   Publication - books, manuals, newsletters.

18   Repair/restoration/Conservation.

19   Research Planning - include program, evaluation, strategic planning, and establishing partnerships/collaborations between agencies.

20   School residency - artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.

21   Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.

22   Seminar/Conference.

23   Equipment Purchase/Lease/Rental.

24   Distribution of Arts - films, books, prints; including broadcasting.

25   Apprenticeship/Internship.

26   Regranting.

27   Translation.

28   Writing About Art - include criticism.

29   Professional Development/Training - activities enhancing career advancement.

30   Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.

31   Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.

32   Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.

33   Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.

34   Technical Assistance - with technical/administrative functions.

35   Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

36   Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.

99   None of the above.

Application Form Instructions

Arts Education Code:
An arts education project is defined as ---- An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99.

For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

01 50% or more of this projects activities are arts education directed to:
   A. K-12 students
   B. Higher education students
   C. Pre-kindergarten children
   D. Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:
   A. K-12 students
   B. Higher education students
   C. Pre-kindergarten children
   D. Adult learners (including teachers and artists)

99 None of this project involves arts education

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your activities, enter a "Z".

A **Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I **International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

P **Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T **Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y **Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Application Form Instructions

Section 4 --- Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a----Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b----Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Section 4c ----ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Application Form Instructions

Section 5--- Projected Budget
Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

NOTE: A detailed itemization must be provided **as Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 28 - 29) and include all sub-totals and totals.

Revenue
Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses
Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

Section 6---Assurances
Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7 --- Attachments

Section 7 Attachments and Attachment Checklist
The following attachments and the Attachment Checklist portion of the application must be submitted with your application.

Attachment #1, Proposal Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers, as it tells the story of your project and includes details such as the 'who, what, when, where, why, and how much'. The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location. Please be concise and to the point.

Compose the Narrative, by addressing the numbered items, #1-#4 , on the next page. The information you provide will be reviewed according to the criteria listed on pages 9-10.

Narrative Formatting
Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Attachments -- Proposal Narrative Instructions

Submit no more than 6 narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

1. **Relevance of Services to the Artistic Community** *(35 points)*
   Describe the communities this project will serve. Describe how and why the activities described in this project are meaningful to those communities. Discuss how the organization measures whether programs and/or services are still viable. Address the capacity of the organization to provide services/activities described as the project.

2. **Community Arts Leadership** *(25 points)*
   Describe how the organization functions as a leader for the local, regional or statewide community identified in this project. Activities may include programs and/or services to other organizations which address areas such as: access to arts and cultural opportunities; arts education; audience development; diversifying, balancing, and leveraging funding sources; and economic development.

3. **Community Interaction** *(20 points)*
   Describe how the organization included the community in the development of this project. Describe the interaction/communication between the organization and the community. Demonstrate support of the organization from the artistic, educational, business, governmental, and other segments of the community.

4. **Project Management & Feasibility (20** *points)*
   Address the ability of the organization to provide the services and functions described as the project. Describe the organization's capacity to implement the plan. Indicate how the organization will evaluate the effectiveness of the project.

Application Instructions---Attachments

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all pay-
ments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each
figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by
name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may
be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected
budget in section 5. **You must indicate if amounts listed on lines 1 through 14 are pending or confirmed by
placing a "p" or "c", next to the dollar amount.**

Attachment # 3 , Organizational History

In not more than one page, please provide a brief description of the applicant organization including history and
activities. Be sure to include the organization's mission statement.

Attachment # 4, Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501 (c) (3) and other tax exempt organizations should submit a copy of
their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of
Michigan nonprofit incorporation, articles of incorporation, bylaws, proof of sales tax exemption. Agencies of
government and public schools, school districts, intermediate school districts, colleges and universities are exempt
from this requirement.

Attachment #5, Project Self-Assessment Form

Complete the Project Assessment form located in the back of the guidelines, immediately after the application
form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this
document to evaluate the project's overall success/impact as part of the final reporting requirements**.
Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Attachment # 6,   List of Governing Board Members

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of
expertise.

Attachment # 7, Project Director's Resume or Bio

Provide the resume or bio of the project director.

Attachment # 8,   Letters of Support

Provide a minimum of three but no more than ten letters of support. Letters of support should be current, reinforce
the worth of project activities and come from the community/constituents served. Provide letters of support from
key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to
the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment # 9, Resume(s) or Bio(s) of Key Decision Makers

Provide the resumes or bios of the key project decision makers, jurors, panelists, etc.

Attachment #10, Organization's overall Operating Budget

Provide, as an attachment, your organization's projected overall budget for the time frame covered by this grant
(10/1/06-9/30/07). Indicate if amounts included are pending or confirmed by placing a "p" or "c", next to the dollar
amounts.

Attachment #11, Organizational Chart

Include your organizational chart, showing who functions in which capacities. Key positions, including your Board
of Directors, should be included. Individuals' names should also be listed, and whether they are full or part-time,
and whether paid or volunteer.

Application Instructions---Attachments

Attachment #12, Documentation and Samples of Work
Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, samples of work etc.), to acquaint panelists with your organization and its programs.

Each item should be labeled and numbered in the right, top corner.
Support materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press releases, critical reviews, etc.)
2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)

No "over-sized" (larger than 9"x12") items may be submitted.

Submit Samples of Work using the following formats as applicable. *Do not submit original work.*
Submit three (3) copies of samples of works in addition to other documentation. You should be aware that one copy of your documentation stays in MCACA offices, the other two copies are forwarded to the primary and secondary reviewers of your project and may not be viewed and or listened to by the entire review panel.

Audio Recordings ---- Submit as follows.
1. Submit standard audio cassette tapes or compact discs
2. Submit three (3) copies of one (1) Audio recording
3. Label the recording with name of the applicant organization.
4. A one-page Audio Sheet that describes the work sample reviewers will evaluate.

Printed Photography ---- Submit printed photographs as follows.
1. Submit three (3) sets of up to ten (10) photos.
2. A one page photo list that describes each print. Number the descriptions to correlate with the numbered print they describe.

CD Rom/DVD
Submission of CD roms/DVDs are acceptable
1. Submit three copies.
2. Submit a one page index describing the information contained on the disk.

Video Tapes --- Submit a Video Tape as follows:
1. Submit three (3) copies of one (1), ½" VHS format video cassettes, recorded at standard play speed.
2. Label the Video Tape with the name of applicant organization.
3. A one page Video Sheet that describes the sample to be evaluated.

The Council assures that video tapes will be used for the purpose of artistic evaluation, then archived in accordance with the State's retention schedule. Video samples will not be made available for subsequent viewing by any individual or organization. In all matters pertaining to video taped Samples of Work, AEA rules and regulations apply.

Attachments/Checklist
The Attachments/Checklist must be submitted with your application.

PLEASE REMEMBER

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Clearly explain the public benefit of your project.

Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website to include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.

You should consider your budget another opportunity to state your case for funding. Use your budget to support your project narrative. Make sure that the numbers in the budget match the numbers in your narrative.

Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.

Remember, prior MCACA funding does not ensure continued support.

Check for typos.

Before mailing, make certain your application package is complete. You **<u>will not</u>** be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

Application Instructions

Mailing Instructions

Applications are due by May 1, 2006 for projects beginning on or after October 1, 2006.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed.

Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines.

Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7, "Packaging" of the application form).

Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

<div align="right">

Grant Application
ATTN. Local Arts Agencies & Services
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206

</div>

Budget Definitions

Activity
Refers to the specific project or range of operations proposed for MCACA funding.

Admissions
Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash
Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions
Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other
Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support
Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative
Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic
Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production
Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support
Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Budget Definitions

Grant Amount Awarded
Amount awarded in support of this activity.

In-Kind
In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing
All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Other Expenses."

Non-employee artistic fees and Services
Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses
All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support
Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned
Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental
Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Touring Arts, MSHDA, DNR, MDOT etc.*

Travel
All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c", next to the dollar amount.

ATTACHMENT #2, Page 1
"Your" Arts Organization Inc.

REVENUE
(p = projected) (c = confirmed)

		SUB TOTALS	TOTALS
Line 1 Admissions			
Ticket sales			
4 performances x 750 x $5 per ticket	$15,000 p	**$15,000**	
Line 2 Contracted services			
7 school workshops - 7 x $150 ea	$1,050 c		
2 school performances - 2 x $350 ea	$700 c		
	$1,750 c	**$1,750**	
Line 3 Other / Memberships			
400 x $15 per membership	$6,000		
80 x $25 per membership	$2,000		
	$8,000 c	**$8,000**	
Line 5 Corporate Support			
The Alexander Corporation	$2,000 p		
15 businesses @ $250	$3,750 p		
4 businesses @ $1,000	$4,000 p		
	$9,750 p	**$9,750**	
Line 7 Other Private Support			
Millionaire Raffle	$7,000 p		
Charities of Our Town	$3,000 p		
	$10,000 p	**$10,000**	
Line 16 Council request	$11,000	**$11,000**	
Line 17 Total Cash Revenue	$55,500	**$55,000**	***$55,500**

*(*Note: This amount should equal the amount on line 32 of the budget form.)*

EXPENSES - IN-KIND

		SUB TOTALS	TOTALS
Line 21 Administrative Employees:			
Executive Director - 5% of salary	$1,250	**$1,250**	
Line 25 Other fees/services (non-employee)			
7 school teachers - 7% of salary			
7 x $2,450 =	$17,150	**$17,150**	
Line 26 Space Rental			
Allante Elementary Auditorium			
2 performances - 2 x $800 =	$1,600	**$1,600**	
Line 33 Total In-Kind Expenses	$20,000	**$20,000**	***$20,000**

*(*Note: This amount should equal the amount on line 18 of the budget form.)*

Sample Itemization

EXPENSES - CASH		SUB TOTALS	TOTALS

Line 21 Administrative Employees

Executive Director - 20% of salary $5,000   **$ 5,000**

Line 22 Artistic Employees

Grover Dance Company (5 dancers)
4 performances -4 x $5,550 $22,200
2 performances -2 x $1,300 $2,600

$24,800   **$24,800**

Line 24 Artistic Fees / Services

Robert Perry (dancer)
    2 three-hour workshops - 2 x $200 $400
John Dubin (dancer)
    1 lecture/demonstration - 1 x $200 $200
Darla Heller (dancer)
    2 in-service 2 x $200 $400
Carrey Cooper String Quartet (4 musicians)
    2 performances - 2 x $800 $1,600
The Mozart Symphony
    4 performances - 2 x $2,500 $10,000

$12,600   **$12,600**

Line 26 Space rental

Hicks theater
    4 performance - 4 x $1,050 $4,200   **$ 4,200**

Line 28 Marketing

Newspaper Ads
    4 x $180 $720
    5 x $200 $1,000
    2 x $780 $1,560
Posters
    50 x $13 $ 650

$3,930   **$3,930**

Line 29 Other Expenses

Ticket Agent $500
School materials
    Dance Dream booklets - 245 x $3 $735
    Teacher guide booklets - 7 x $5 $35
Royalties $2,450
Millionaire raffle $1,000
Corporate fundraising solicitation $250

$4,970   **$4,970**

Line 32 Total Cash Expenses   **$55,500**   ***$55,500**

(*Note: This number should equal the amount reported on line 17 of the budget form.)

**NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question "Yes" you have prepared your application to be reviewed by the peer panel. If any of your answers are "No" you may want to revisit your application.

1. Did you use an inclusive process to develop your project?

2. Does your application narrative clearly respond to the program guidelines and review criteria?

3. Is the proposed project compatible with the mission and goals of your organization?

4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?

5. Are all of your letters of support current and relevant to your project?

6. Have the grant program matching requirements been met?

7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?

8. Have you provided a plan to assess and evaluate the impact and success of your project?

9. Are the project activities accessible to the general public? Persons with disabilities?

10. Is the facility, in which the project activities will take place, accessible to persons with disabilities?

11. Do resumes and bios of key personnel reflect relevant experience and expertise?

12. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses, etc, appropriate?

13. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?

14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?